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Maintenance

LOST/MISSING OBJECT PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 442 MXG/MGQ (MSgt David R. Taylor)

Certified by: 442 MXG/CC
(Colonel George D. Burgess)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*. It establishes the procedures for reporting and documenting lost objects on unit assigned A-10 aircraft. These procedures apply to all 442d Fighter Wing (442 FW) personnel. Supervisors, superintendents, and flight chiefs are responsible for ensuring compliance with this instruction.

SUMMARY OF REVISIONS

This revision changes Debrief/Dispatch Section (DDS) to Maintenance Operations Center (MOC) in paragraphs **2.1**, **2.2**, and **2.4**, and Logistics Group Commander to MXG/CC in paragraph **2.7.2**. A bar (|) indicates a revision from the previous edition.

1. General: All objects that are known to be lost/missing on unit assigned aircraft will be reported by the individual that discovers the loss. The procedures identified in this instruction will be followed to ensure that all possible steps are made to recover the object and that all required aircraft forms documentation is accomplished.

2. Procedures:

2.1. The individual discovering the object lost/missing will conduct an in-depth search of the immediate area. If the object is not immediately found, the individual will notify their immediate supervisor/flight chief and MOC.

2.2. Upon notification of a lost/missing object, MOC will implement 442 FW Checksheet #24, Lost Tool/Object Checksheet.

2.3. If the missing object is known to be lost or in the immediate vicinity of an aircraft, a red "X" will be entered in the Air Force Technical Order (AFTO) information management tool (IMT) 781A,

Maintenance Discrepancy and Work Document. The discrepancy block will contain a detailed description of the object and the area in which it was last used or last seen.

2.4. MOC will initiate the Air Force Reserve Command (AFRC) IMT 174, **Lost Tool/Object Report**, for all lost/missing objects discovered by maintenance or aircrew. If the lost/missing object was discovered by aircrew during a mission, the pilot will be responsible for providing the aircraft debriefer with any information regarding the lost/missing object.

2.5. The work center/flight chief will be responsible for insuring the AFRC IMT 174 is maintained in the AFTO IMT 781A binder and will remain there until all areas of the AFRC IMT 174 are complete or the object is found.

2.6. The work center losing or discovering the loss of the object will have primary responsibility for recovery of the missing object. The work center will request assistance from other work centers for removal and reinstallation of aircraft components to include: aircraft egress seat, cockpit floor panel, console access panels, and borescoping into/under inaccessible areas, as required.

2.7. All lost/missing objects will be documented as follows:

2.7.1. If the lost/missing object is recovered, the individual finding the item will enter a statement in the corrective action block of the AFTO IMT 781A indicating that the lost/missing object was found and sign the corrected by block. The work center supervisor/flight chief will then sign the inspected by block and initial the symbol.

2.7.2. If the object is not recovered, the individual that conducted the search will enter a statement in the corrective action block of the AFTO IMT 781A identifying all of the actions that were taken to locate the lost/missing object and sign the corrective action block. The work center supervisor/flight chief will sign the inspected by block and initial the symbol after briefing the MXG/CC or designated representative and then will initial the discrepancy block indicating that they have been briefed.

2.8. The AFRC IMT 174 for all lost/missing objects (with the exception of tools) that are not recovered will be forwarded to the aircraft documentation section to be filed with the aircraft historical records.

PATRICK A.CORD, Colonel, USAFR
Commander